

How to Assign a Submitter

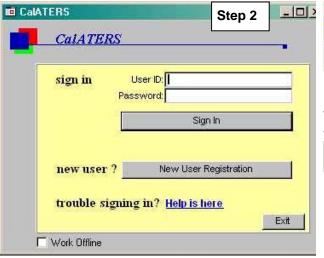


Step 1

CalATERS

From the CalATERS web site at

www.calaters.ca.gov, click

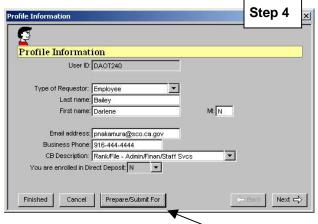


File Edit View Sort Help

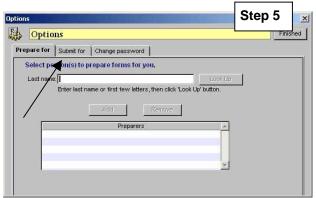
New Open Print Status Profile Prep Sub Help

The Work Queue screen will display. On the top of the Work Queue screen, click on the Profile icon.



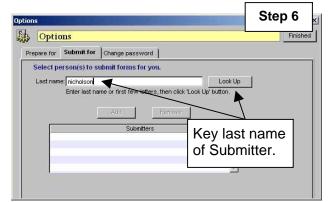


Profile screen will display. Click on Prepare/Submit For button.



Options screen will display with 3 tabs.

Click on the Submit for tab.



Key the name of the Submitter in the Last Name field then click on Look Up.



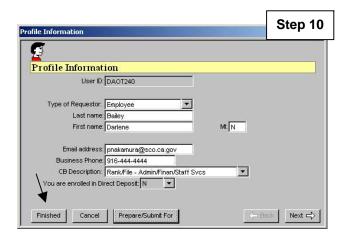
How to Assign a Submitter



Step 7

One or more employees matching the last name will display. Click on your submitter's name, then click

If names match use the email address to determine the correct submitter.



Finished

Click

Options

Prepare for Submit for Change password

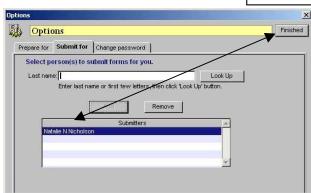
Select person(s) to prepare forms for you.

Last name: Vicholson
Enter last name or first few letters, then click 'Look Up' button.

Natalle N Nicholson
Preparers

Verify name of selected
Preparer and click Add button.

Verify the name identified on the screen then click Add .



Step 9

Submitter's name appears in the Submitters box. Repeat Steps 6, 7 and 8 if assigning additional submitters. When completed click

The Submitter(s) you have authorized will now be able to submit a request on your behalf.

Step 8